



# Logistics

## Contacts

### Conference Point of Contact:

Pre-Conference: Commander Bob Brese, 703.693.3920

During Conference: Mr. Robert Burton, Conference Director, 703.906.0473.

## Airport

### Washington Dulles International Airport

Travel Time to Westfields Marriott: 6 min.

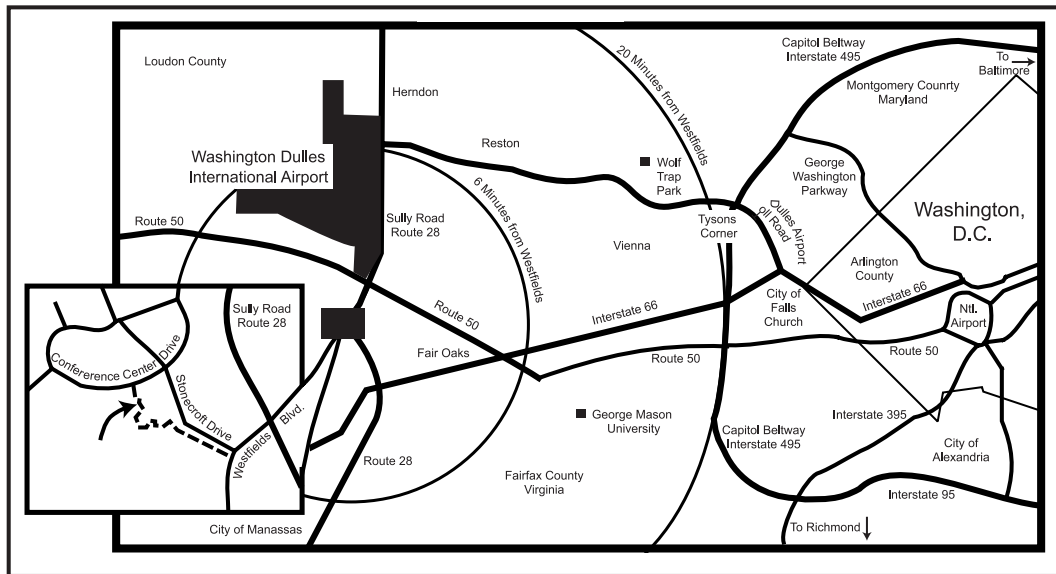
## Airport Shuttle Service

Each participant must call the Westfields Marriott's Transportation Desk at 703.818.3535 and supply their flight data. The Transportation Desk will coordinate updates and changes in status. Shuttle service is free only to and from Dulles International Airport. Westfields Marriott Shuttle runs every hour and half hour if aware a flight is arriving. The Shuttle can be found at Curbside 2H on the Arrival Level.

## Meeting Location

### Westfields Marriott

14750 Conference Center Drive, Chantilly, Virginia 20151 (703) 818-0400, Fax (703) 818-3655



## Cancellations

In case of a cancellation, inform Commander Bob Brese at 703.693.3920 as soon as possible so space can be filled from the alternate list.



# Logistics

## Registration

Room check-in will take place at the hotel lobby front desk, and Conference check-in at the RBA registration desk, also in the lobby, between 1300 and 2000 on Tuesday, January 18th. Check-in at any other time during the conference will take place in the RBA Command Center room.

## Hotel Accommodations

A block of hotel rooms have been reserved (cost is covered by the Department of the Navy) and will be assigned to all overnight participants. Meals included are indicated below. Any incidentals such as personal phone calls, in-room refreshment center, movies, room service, etc. are the responsibility of the individual. This is a working conference paid for by the Department of the Navy with evening working sessions anticipated. Guests are discouraged. Meals and other costs of any guest will be the responsibility of the participant.

Athletic facility is available.

## Onsite Support

*Command Center room:* Open 0730 – 1930 daily.

Equipment: Fax machine: 703.818.3610, Phone: 703.818.3501/3502/3503, Black/White Copier, Internet connection for laptops.

*Work Group rooms:*

Equipment: Overhead projector, transparencies, two flip charts, one laptop, one data and one voice line, paper and pens.

## Meals Included

Private Dinner Tuesday, January 18 (Cash Bar Reception).

Buffet Dinner January 19-20.

Buffet Breakfast and Lunch January 19-January 21.

## Dress Code

Dinner and Reception: Business Informal (Sport coat and tie/Business suit)

Conference: Business Casual (Open collar shirt, slacks, no jeans)



## Department of the Navy RBA Future Leaders Conference January 18-21, 2000

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# Program

### Tuesday, January 18th

1300 – 1800	Check In	<b>Westfields Lobby</b>
1800 – 1900	Reception/Cocktails	<b>Westfields Lounge</b>
1900 – 2100	Private Dinner; Guest Speaker: Dr. Hamre, Deputy Secretary of Defense	<b>Washingtonian II &amp; III</b>

### Wednesday, January 19th

0630 – 0800	PT/Breakfast	<b>Fairfax Dining Room</b>
0800 – 0830	Plenary: Kick-Off Speaker: Hon. Jerry MacArthur Hultin, Under Secretary of the Navy	<b>Lincoln Forum</b>
0830 – 1030	Plenary: KeyNote Address: Watts Wacker, CEO FirstMatter LLC	<b>Lincoln Forum</b>
1030 – 1100	Break	
1100 – 1230	Breakout Sessions (Flag/General Officer guidance (10-15 min.) followed by subject matter expert presentations) <ul style="list-style-type: none"><li>• Knowledge Management Work Group - Innovative ways to think about the Navy/Marine Corps. Intranet: What problems can the Intranet solve? How to share information vs. data.</li><li>• Base Business Operations Work Group - Near-term improvements for Base Business Operation: Competitive sourcing and A-76.</li><li>• Personnel Work Group - People: Manning the fleet and force in the new millennium.</li><li>• Innovations Work Group - Fostering technical and operational superiority through innovation. Thinking differently in a world of global enterprise.</li><li>• E-Commerce Work Group - Using E-Commerce to improve business and service processes. Improve customer service for financial, personnel support, travel and moving services.</li></ul> Work Group Structure: <ul style="list-style-type: none"><li>• Each work group has read ahead material assigned and sent out 30 days prior.</li><li>• Each work group has a Flag/General Officer lead to ensure content quality.</li><li>• Each work group has a seasoned facilitator, provided from DoN resources. Rooms are provided for these five for the entire conference.</li><li>• One of more “case studies” presented to each work shop to jump start discussion, or help given from subject matter expert.</li><li>• One or more subject matter experts will make a presentation to each workshop.</li></ul>	



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# Program

### Wednesday (cont.)

1230 – 1330	Buffet Lunch	<b>Fairfax Dining Room</b>
1330 – 1500	Work Groups Continue	
1500 – 1515	Break	
1515 – 1730	Work Groups Continue	
1730 – 1900	Buffet Dinner	<b>Fairfax Dining Room</b>
1900 – 2030	Plenary Speaker or Work Groups Continue	<b>Lincoln Forum</b>

### Thursday, January 20th

0630 – 0800	PT/Buffer Breakfast	<b>Fairfax Dining Room</b>
0800 – 0810	Plenary	<b>Lincoln Forum</b>
0800 – 1230	Work Groups Discussions Continue	
1230 – 1330	Buffet Lunch	<b>Fairfax Dining Room</b>
1330 – 1500	Work Groups Continue - Develop Outbriefs	
1500 – 1515	Break	
1515 – 1730	Murder Board Outbrief Presentation with Flag/General Officer Lead	
1730 – 1900	Buffet Dinner	<b>Fairfax Dining Room</b>
1900 – 2030	Complete Outbrief Presentation	

### Friday, January 21st

0630 – 0800	PT/Buffer Breakfast/Check Out	<b>Fairfax Dining Room</b>
0800 – 0830	VIPs arrive	
0830 – 0845	RBA Awards	
0845 – 1100	5 Work Groups Outbrief to RBA Board of Directors/Executive Committee, Work Groups, and Other Invited Guests	
1100 - 1130	Plenary: Closing Speaker: Hon. Jerry MacArthur Hultin, Under Secretary of the Navy	<b>Lincoln Forum</b>
1130 – 1200	Buffet Lunch	<b>Fairfax Dining Room</b>



Department of the Navy RBA Future Leaders Conference  
January 18-21, 2000

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# Dinner Menu

(Tuesday, January 18th)

Washingtonian II and III

A La Carte

Freshly Baked Bread and Butter

Four Cheese Onion Soup  
(Provolone, Mozzarella, Swiss, Parmesan)

Mixed Field Greens Salad with Creamy Herb Dressing

Passion Fruit Sorbet with Kiwi Coulis

*(Choice of One of the Following)*

Broiled Filet Mignon  
with Wild Mushroom Sauce  
with Roasted Garlic and Brie Buerre Blanc Sauce

Baked Fillet of Salmon  
with Saffron Buerre Blanc

Vegetarian Ravioli with Bell Pepper Coulis

Chef's Selection of Vegetable  
Chef's Selection of Appropriate Starch

Double Chocolate Mousse Torte  
Served with Cappuccino Sauce

Robert Mondavi Coastal Select Cabernet Sauvignon  
Robert Mondavi Coastal Cellar Select Chardonnay

*Beverage Service*

European Roast Coffee and Decaffeinated Coffee  
Traditional and Diet Soft Drinks and Iced Tea

\* For special dietary needs contact Commander Bob Brese at 703.693.3920